

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – Chauffeur

Office: HR

No. 018-2015

Date: 02/02/15

Reference: N/A

OPEN TO: All interested candidates currently residing in Ecuador (see exception for U.S. Eligible Family Members under additional criteria item 2)

POSITION: **Chauffeur**
Full-performance level: FP-BB / FSN-3

OPENING DATE: February 2, 2015

CLOSING DATE: February 17, 2015 (COB)

WORK HOURS: Full time

SALARY:
*Not-Ordinarily Resident: (FP grade is confirmed by Washington)
Full Performance: FP-BB: US\$ 22,279 p.a. (starting salary)

*Ordinarily Resident:
Full Performance: FSN-3: US\$ 15,124.00 p.a. (starting salary)

Note 1: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration. See definitions for Ordinarily Resident and Not-Ordinarily Resident

Note 2: All positions advertised are subject to availability of funds.

Note 3: U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section) if hired will be paid under the Local Compensation Plan.

IMPORTANT REMARKS:

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.
2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

The U.S. Embassy in Quito is seeking an individual for the position of **CHAUFFEUR** in the **GENERAL SERVICES OFFICE (GSO)**.

BASIC FUNCTION OF POSITION

The incumbent operates Mission motor pool vehicles.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office intranet website or the Embassy internet

<http://ecuador.usembassy.gov/news/job-opportunities.html>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. If you submitted previous applications, you will still need to provide documentation for this position.

- a. **Education:** Completion of high school or host country equivalent is required. (Please attach high school diploma copy to be considered).
- b. **Experience:** Minimum one years of professional driving experience is required.
- c. **Language Proficiency:** Level II (limited knowledge) oral /written English and Level IV (fluent) oral / written Spanish is required. Applicant must attach both the English and the Spanish proficiency interview reports from Inlingua for the application to be considered (see below in section to apply for details).
- d. **Knowledge:** Must have a thorough working knowledge of Ecuadorian traffic regulations and practices and familiarity with the streets and traffic patterns on major routes within Ecuador, this includes defensive driving procedures .
- e. **Abilities and Skills:** Must have a legally obtained and valid local type "E" professional driver's license (submit copy to be considered).
- f. Must be tactful, discrete, polite and capable of functioning under pressure.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFM who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply
4. Current employees serving a probationary period are not eligible to apply.
5. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. Employment eligibility criteria for this position were established by the hiring supervisor.
10. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
11. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.
12. **This position requires a 2/4 in English and Spanish. All applicants must take both the English and Spanish exams and submit both language reports regardless of nationality for application to be considered.**

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. **Language report from Inlingua, make an appointment at: tel. 245-8763 or inlinguaquito@inlingua.com**

SUBMIT APPLICATION TO

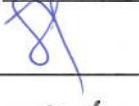
- 1) Per email (preferred method)
E-mail: hroquito@state.gov
- 2) Per hand delivery (please note this method often results in applications not getting any form of response on the recruitment process)
American Embassy
Avigiras E12-170 y Av. Eloy Alfaro
Attention: Human Resources

CLOSING DATE FOR THIS POSITION: February 17, 2015 (COB)

The US Mission in Ecuador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

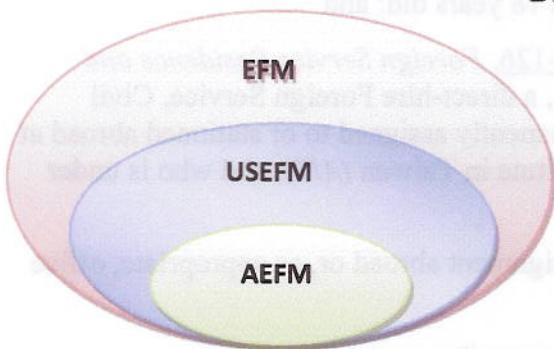
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

AGSO, JShow: 

HRO, SFarrar: 

FMO, MLTorres: 

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

TRADUCCIÓN NO OFICIAL
LA VERSIÓN ORIGINAL EN INGLÉS PREVALECE SOBRE LA
TRADUCCIÓN EN ESPAÑOL

MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: VN – Chauffeur

Office: HR No. 018-2015 Date: 02/02/15 Reference: N/A

ABIERTO A:

Todos los candidatos interesados quienes residan actualmente en Ecuador (mirar la excepción para familiares de empleados estadounidenses asignados oficialmente a la Embajada bajo el artículo de criterios adicionales 2)

CARGO:

CHOFER
FP-BB / FSN-3

FECHA DE INICIO:

Febrero 2, 2015

FECHA DE CIERRE:

Febrero 17, 2015 (hasta las 5 p.m.)

HORARIO DE TRABAJO: Tiempo completo

SALARIO:

*Residentes No Ordinarios: (Salario inicial anual definido en Washington)
Grado de la posición: FP-BB \$22,279
(*Solo para los familiares de empleados estadounidenses asignados en forma oficial a la Embajada)

Residentes Ordinarios: (Salario inicial anual)
Grado de la posición: FSN-3 \$15,124

NOTA 1: Los ciudadanos estadounidenses y de otros países deben adjuntar copia de la visa de trabajo o de la visa de residencia exigidos por la ley para ser considerados.

NOTA 2: Todas las posiciones anunciadas son sujetas a la disponibilidad de fondos.

NOTA 3: Los ciudadanos estadounidenses incluyendo veteranos, si son seleccionados serán contratados bajo el Plan Local de Compensaciones.

IMPORTANTE:

1. La Oficina de Recursos Humanos solo contactará a los candidatos que demuestren en su aplicación que cumplen o exceden todos los requisitos de la posición (educación,

experiencia, idioma, conocimientos y destrezas). Únicamente los finalistas del proceso recibirán notificación escrita con información del proceso.

2. Para los familiares de funcionarios del servicio exterior (US Citizen EFM ó EFM por sus siglas en inglés): no es una obligación aplicar su último salario más alto y depende de la disponibilidad de fondos, la naturaleza de su trabajo y su experiencia previa.

INFORMACION DEL ANUNCIO:

La Embajada de Estados Unidos de América busca a un candidato para el cargo de **CHOFER** para la sección de **SERVICIOS GENERALES (GSO)**.

FUNCIONES BÁSICAS DEL CARGO:

Responsable de operar los vehículos de la Misión Diplomática en el Ecuador.

REQUISITOS:

NOTA: Todos los candidatos deben cumplir con cada uno de los requisitos detallados a continuación y deben tener información suficiente que los respalde, si no envía adjunto los documentos de respaldo solicitados su aplicación será rechazada por estar incompleta.

- a) **Educación:** Se requiere bachillerato de colegio (enviar copia del título de bachillerato para ser considerado. De no enviar esta información su aplicación será rechazada).
- b) **Experiencia Previa:** Se requiere por lo menos un (1) año de experiencia en manejo de vehículos
- c) **Idiomas:** Se requiere inglés nivel 2 (conocimiento limitado) escrito y oral; y español nivel 4 (fluído). Enviar resultados de exámenes de inglés y español de Inlingua con su aplicación para ser considerado. (ver “para presentar su solicitud”).
- d) **Conocimientos:** Debe tener sólidos conocimientos de manejo de vehículos
- e) **Habilidades:** Debe poseer una licencia profesional de conducción válida, tipo “E”. (Por favor adjuntar copia legible de la licencia de conducción para ser considerado).

PROCESO DE SELECCIÓN:

Se dará preferencia a los familiares de empleados estadounidenses asignados oficialmente a la Embajada y bajo la autoridad del Jefe de Misión y a los veteranos estadounidenses si están calificados. Por lo tanto, es esencial que el candidato mencione estos requisitos en su solicitud si cumple con ellos.

CRITERIOS ADICIONALES DE SELECCION:

1. La Administración de la Embajada considerará factores como: nepotismo, conflicto de intereses, presupuesto y el permiso de residencia legal de los candidatos para determinar si los candidatos son elegibles o no.
2. Todos los candidatos deben residir en Ecuador al momento de aplicar a una posición de acuerdo a la política interna de la Misión Diplomática. La única excepción son familiares de empleados estadounidenses asignados en forma oficial a la Embajada que ya tengan órdenes de

- víaje para llegar a la Misión. Una copia de las órdenes debe incluirse en el paquete de solicitud de empleo.
3. Los empleados locales internos de la Embajada (LES) no son elegibles para aplicar a las vacantes publicadas si no han cumplido el periodo de prueba de tres meses de trabajo en su cargo actual.
 4. Los empleados estadounidenses que actualmente poseen un nombramiento de FMA no son elegibles para aplicar a las vacantes publicadas si aún no han cumplido 90 días calendario en su cargo actual.
 5. Los residentes no ordinarios que actualmente poseen un contrato de tipo PSA con la Embajada no son elegibles para aplicar a las vacantes publicadas si aún no han cumplido 90 días calendario en su cargo actual, este requisito se omite si actualmente están trabajando con un horario intermitente (WAE).
 6. El candidato seleccionado debe estar disponible para iniciar sus labores dentro de los 30 días de ser notificado de su selección y haber sido autorizado por la Oficina de Seguridad.
 7. Todos, incluyendo a los candidatos con preferencia, deben cumplir con todos los requisitos de la posición el momento de aplicar para que sus aplicaciones sean consideradas. Esto incluye los resultados de los exámenes.
 8. El criterio de requisitos para esta posición fueron establecidos por el supervisor de la posición.
 9. Se pueden tomar pruebas para evaluar la habilidad de un candidato en cualquier posición. Los resultados de las pruebas se convertirán en una parte integral del paquete de aplicación del candidato. Si el candidato no está disponible para una prueba durante el plazo establecido o si el candidato no pasa las pruebas, no será entrevistado.
 10. La Embajada revisará las referencias de trabajo o pedirá al candidato que presenté la documentación de respaldo de la información presentada en la aplicación.
 11. **Esta posición requiere nivel 2/4 de inglés y español. Todos los aplicantes deberán tomar las dos pruebas, de inglés y de español, y enviar los reportes de Inlingua sin importar su nacionalidad para que su aplicación sea considerada.**

PARA PRESENTAR SU SOLICITUD:

Los candidatos interesados en esta vacante deberán presentar los siguientes documentos, o su solicitud no será tomada en consideración:

1. Solicitud de empleo (DS-174). Este formato se encuentra disponible en la página web de la Embajada, o
2. La hoja de vida debe poseer la misma información que el formulario DS-174
3. Los candidatos que reclamen preferencia como veteranos estadounidenses deben adjuntar copia completa de su formulario DD-214 a su solicitud de empleo.
4. Adjunte los documentos necesarios (por ejemplo: certificados de educación, licencia de conducir, visa o cedula ecuatoriana) que demuestren que usted posee los requisitos publicados en esta vacante.
5. Presentar copia de la prueba de inglés. Llamar para solicitar previa cita a Inlingua al 245-8763 o a la siguiente dirección de correo electrónico inlinguaquito@inlingua.com.

ENTREGUE SU SOLICITUD DE EMPLEO A:

1. Por correo electrónico (método preferido)
hroquito@state.gov

2. Dejar su aplicación en:
Emabajada de Estados Unidos - Quito
Avigiras E12-170 y Av. Eloy Alfaro
Atención : Oficina de Recursos Humanos

DEFINICIONES:

1. Residente Ordinario: un ciudadano ecuatoriano o un ciudadano de otro país que reside en Ecuador y tiene los respectivos permisos de trabajo y/o residencia. Los residentes ordinarios, incluyendo a ciudadanos Norteamericanos, son compensados dentro del plan de compensación local.
2. Residente No Ordinario: familiares de empleados estadounidenses asignados en forma oficial a la Embajada y bajo la autoridad del Jefe de Misión, quienes poseen privilegios e inmunidades diplomáticas.

SI USTED REUNE TODOS LOS REQUISITOS PARA ESTE CARGO, POR FAVOR ENVIE SU SOLICITUD DE EMPLEO

La posición estará abierta hasta el día 17 de Febrero de 2015, hasta las 5 p.m.

La Embajada de los Estados Unidos de América en Ecuador proporciona igualdad de oportunidades y un tratamiento justo y equitativo a la hora de contratar a sus empleados, y no discrimina por motivos de raza, color, credo, sexo u orientación sexual, edad, discapacidad, estado civil o afiliación política. El Departamento de Estado se empeña en lograr igualdad de oportunidades de empleo en todos los procesos de contratación de personal a través del continuo apoyo a programas de diversidad.

El proceso de quejas al EEO no es para personas que consideran que se les ha negado la igualdad de oportunidades de empleo en base a su estado civil o afiliación política. Las personas que deseen presentar una queja al respecto deben valerse del trámite apropiado de quejas a un tribunal de conciliación.

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

| | | |
|-------------------------|---|---------------------------------------|
| 1. Post QUITO | 2. Agency DEPARTMENT OF STATE | 3a. Position Number A52-736 |
|-------------------------|---|---------------------------------------|

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

- a. Redescription of duties: this position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

- b. New Position _____

- c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|--|---|--|--|-------------------|
| a. Post Classification Authority | CHAUFFEUR 1015 | FSN 3 | <i>SF</i> | 10-24-2011 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |
| 6. Post Title Position (If different from official title) | 7. Name of Employee VACANT | | | |
| 8. Office / Section US EMBASSY | | | | |
| b. Second | | | | |
| 9. This is a complete and accurate description of the duties and responsibilities of my position VACANT | 10. This is a complete and accurate description of the duties and responsibilities of this position FERNANDO ESCOBAR | | | |
| Printed Name of Employee | Printed Name of Supervisor <i>J. Escobar</i> | | | |
| Signature of employee | Date (mm-dd-yyyy) | Signature of Supervisor | Date (mm-dd-yyyy) | |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position JASON SHOW | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. SUSAN FARRAR | | | |
| Printed Name of Chief or Agency Head <i>J. Show</i> | Date (mm-dd-yyyy) <i>1/30/2015</i> | Printed Name of Admin or Human Resources Officer <i>S. Farrar</i> | Date (mm-dd-yyyy) <i>01/30/2015</i> | |
| Signature of Section Chief or Agency Head | Signature of Admin or Human Resources Officer | Date (mm-dd-yyyy) | | |

13. Basic Function of Position

This position is supervised by the Motor Pool Supervisor, Pos. No. A52-303, and directed by the Dispatcher, Pos. No. A52-722. The incumbent operates Mission motor pool vehicles.

14. Major Duties and Responsibilities

The incumbent operates motor pool vehicles and transport passengers and cargo as directed by the Motor Pool Supervisor and the Dispatcher. The incumbent is responsible for maintaining the vehicles in clean and serviceable condition and to insure that vehicle trip tickets are properly prepared. The incumbent serves as duty driver, may be called upon as messenger and performs other duties as assigned.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

100% of Time

15. Qualifications Required For Effective Performance

- a. Education: Completion of high school or host country equivalent is required.
- b. Prior Work Experience: Minimum one year of professional driving experience is required.
- c. Post Entry Training: Embassy procedures
- d. Language Proficiency: Level II (limited knowledge) oral /written English and Level IV (fluent) oral / written Spanish is required.
- e. Knowledge: Must have a thorough working knowledge of Ecuadorian traffic regulations and practices and familiarity with the streets and traffic patterns on major routes within Ecuador, this includes defensive driving procedures .
- f. Skills and Abilities: Good driving ability. Must have a professional chauffeur's license.

16. Position elements

- a. Supervision Received: Position is supervised by the Motor Pool Supervisor who provides daily priorities and instructions
- b. Available Guidelines: Maps of Quito. Office procedures and Mission Policies.
- c. Exercise of Judgment: Must exercise judgment common to all safe drivers.
- d. Authority to Make Commitments: None
- e. Nature, Level, and Purpose of Contacts: None
- f. Supervision Exercised: None
- g. Time Required to Perform Full Range of Duties after entry into the Position: One month

DS-298 (Formerly OF-298)
04-2008